

FILE

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

23 May 1962

1. SERIAL NUMBER 10773	2. NAME (Last-First-Middle) O'CONNELL, James P. Jr.		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 5 27 62		5. CATEGORY OF EMPLOYMENT Regular					
3. NATURE OF PERSONNEL ACTION Reassignment and Transfer to Confidential Funds		6. FUNDS V TO V <input checked="" type="checkbox"/> V TO CF CF TO V CF TO CF		7. COST CENTER NO. CHARGEABLE 2137-7000-3361						
9. ORGANIZATIONAL DESIGNATIONS IDS/PE 13-26 PE/JAO-(Atsugi Base) Administrative Section Security Unit		10. LOCATION OF OFFICIAL STATION 13-26 (Atsugi, Japan)								
11. POSITION TITLE Security Officer		12. POSITION NUMBER SS-15		13. CAREER SERVICE DESIGNATION SS						
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 1810.01		16. GRADE AND STEP 15 3						
18. REMARKS From: IDS/OS/DO Invest-Over Sup/SS Div/OC/0370 259's submitted to Radical Staff Subject to depart c/a 8 June 1962 Any questions inquire PE/PE/JAO-KDR 25271 (R.E. Elsasser) For slotting purposes only until slots transferred to (Okinawa) subject to be physically located at (Okinawa) 13-17 1cc - Finance Div. 1cc Security		17. SALARY OR RATE \$ 14,380 Date 1 JUN 1962 Security Approval has been granted for the use contemplated by this request W. G. Oshiro 03 Chief, Personnel Security Division 13-17								
18A. SIGNATURE OF REQUESTING OFFICIAL R. L. Stetson ACPE/Pers		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	22. STATION CODE ALPHABETIC	23. INTEGREE CODE	24. MOOTRS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.		
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 3 - FICA 5 - NONE		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY RED. NO. 34. SEX		
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.		36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. MIL. SERV. CREDIT/LCD 1 - YES 2 - NO	CODE	CODE	39. FEGL / HEALTH INSURANCE 0 - WAIVER 1 - YES HEALTH INS. CODE	40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	CODE	45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED

EMPLOYEE NOTICE OF RESIGNATION

RESIGN EFFECTIVE

(Date)

FOR THE FOLLOWING REASON:

JUN 4 1105 AM '62

MAIL ROOM

MY LAST WORKING DAY WILL BE	DATE SIGNED	SIGNATURE OF EMPLOYEE
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FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE

Major Component (Director, Deputy Director, etc.)
Office, Major Staff, etc.
Division or Staff (subordinate to first line)
Branch	...
Section	...
Unit	...

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET